



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> July 6, 2017	<u>Interviewer:</u> Sue Guenter-Schlesinger	RFA #17 – 47
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u> [REDACTED]		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> [REDACTED]		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> [REDACTED] student-employee, [REDACTED] for the [REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☐ Female ☒ Administrator ☐ Faculty ☐ Staff ☒ Student ☒
 Concern Regarding: Male ☒ Female ☐ Administrator ☐ Faculty ☐ Staff ☒ Student ☒

Category: *(Please check at least one)*

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|--|--|---|-------------------------------------|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Creed | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> National Origin | <input type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Retaliation |
| <input checked="" type="checkbox"/> Sex/Gender | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression | | | | |

Time Line		
Date	Item	Comments
07/10/2017	SGS met with [REDACTED]	[REDACTED] is a bilingual assistant with the [REDACTED]. She raised the following concerns regarding [REDACTED]: (1) conversations of a sexual nature with [REDACTED] including but not limited to his penis size; (2) sharing graphic details about his sexual experiences with other women (3) making suggestive comments about [REDACTED] not wearing pants when the weather is warm after [REDACTED] and [REDACTED] became housemates; (4) coming into her room at their house without permission while she was naked in bed; and (5) touching her thigh at their house without permission after [REDACTED] noticed paint on it and giving [REDACTED] a massage

07/11/2017	██████████, Woodring Faculty, forwards email from ██████████ and forwards to SGS	Emails from ██████████ expressed that she does not feel safe to volunteer in the ██████████ because of ██████████. ██████████ said that she helped ██████████ move out of ██████████ house after hearing ██████████ shared concerning behavior from ██████████. After ██████████ helped ██████████ move out of ██████████ house, she heard that ██████████ had been asking where ██████████ lives and this scared ██████████.
07/11/2017	SGS call with ██████████	██████████ has not spoken directly with ██████████. She heard that he asked ██████████ where she lives. ██████████ stated that she does not feel directly in danger.
07/12/2017	SGS and MC met with ██████████	See above concerns mentioned by ██████████ in the 7/10/17 meeting. In addition, ██████████ expressed the following concerns: (1) that ██████████ was searching for ██████████ in a way that made ██████████ and others feel uncomfortable, including looking for ██████████ car and (2) that in his role as an ██████████ is overly insistent about his ██████████ hanging out with him and doing so at his house.
07/12/2017	MC and SGS met with ██████████	MC and SGS met with ██████████ to inform him there were stalking and sexual harassment concerns raised about him. MC and SGS explained that they would meet with ██████████ next week once they received a fuller account of concerns but thought it was important that ██████████ was aware. SGS and MC explained that there was not a current formal complaint against him. SGS and MC discussed the Discrimination Complaint Procedure with ██████████ including differences between the informal and formal process. SGS and MC provided ██████████ with copies of the Discrimination Complaint Procedure and Policies 1600.02 and 1600.04. MC also discussed definitions around consent. They also discussed the Office's limits on confidentiality and the prohibition against retaliation, as well as resources and reporting options. MC and SGS asked ██████████ not to ask others if they raised concerns about him to EOO because it could be perceived as retaliation or an attempt to intimidate. SGS and MC let ██████████ know that they would meet with him next week to give him more details and a clearer picture of next steps. SGS let ██████████ know that ██████████ would like to meet with him about other non-EOO issues and that he was available to talk.
07/12/2017	MC met with ██████████	██████████ expressed concerns about ██████████ behavior with ██████████, the ██████████ (see above) and the fact that he has been asking others where ██████████ lives. She believes that ██████████ wants to know where she lives because she is friends with ██████████ and helped ██████████ move out of the house that ██████████ was staying in. ██████████ indicated that she wasn't interested in filing a complaint but that the primary reason for meeting with MC was to support ██████████.

07/14/2017	Email from [REDACTED] [REDACTED] father) to SGS and MC	
07/15/2017	MC calls [REDACTED] [REDACTED]	MC calls [REDACTED] in response to his email addressed to SGS and MC. [REDACTED] accuses MC of firing his son. MC explains that he is not responsible for firing [REDACTED] and recommends that [REDACTED] talk to [REDACTED] employer if he has specific questions about [REDACTED] employment. MC offers to provide contact information for [REDACTED] employer. MC also explains that it doesn't appear that [REDACTED] was fired; instead MC explains that he believes that [REDACTED] was put on leave with pay. [REDACTED] then accuses MC of working in collusion with [REDACTED] employers and says that [REDACTED] was "fired" because of accusations made from a "disturbed girl." MC explains that he cannot give details of his meeting with [REDACTED] unless [REDACTED] authorizes it due to FERPA. MC gives [REDACTED] an overview of the discrimination complaint procedure and explains that he often meets with individuals that have had concerns raised against them but that this does not mean there is a formal complaint or that the person is under investigation. Both parents accuse MC of violating [REDACTED] due process rights and argue that ordering [REDACTED] not to talk to others about this is wrong. MC explains that no one from EOO told [REDACTED] that he cannot talk to others but that EOO advised [REDACTED] not to ask individuals whether or not they expressed concerns about him to EOO because this type of questioning can be perceived as retaliatory or intimidating. [REDACTED] and [REDACTED] mom continue to accuse MC of collusion and threaten legal action before hanging up.
07/18/2017	Call to MC from [REDACTED] [REDACTED]	[REDACTED] says that he is in a better state of mind to talk. [REDACTED] wants details about the meeting [REDACTED] had with MC and SGS. MC reiterates that he is more than happy to discuss details with [REDACTED] but he needs [REDACTED] permission first due to FERPA. MC also reiterates that the EOO process is separate from [REDACTED] employer and that EOO's purpose for meeting with [REDACTED] or others is not for employment decisions. MC says that he will let [REDACTED] know that they spoke and will work with [REDACTED] to schedule a meeting time but it is [REDACTED] decision on whether he wants his dad to attend.
07/19/2017	MC calls [REDACTED] [REDACTED]	Set appointment for [REDACTED] [REDACTED] SGS, and MC for 07/21/2017
07/21/2017	SGS and MC	SGS and MC reiterate the Discrimination Complaint Procedure with [REDACTED] and [REDACTED] including differences between the informal

	meets with [REDACTED] and [REDACTED]	and formal process. They explain the specific concerns raised by [REDACTED] and that EOO is handling these concerns in an informal manner. They emphasize on several occasions throughout the discussion that [REDACTED] is not under investigation but that this does not prevent [REDACTED] from filing a formal complaint against [REDACTED] later on. [REDACTED] and [REDACTED] voice concerns about due process and [REDACTED] ability to question his accusers, especially if any are [REDACTED] students because they've left the States. SGS and MC assure [REDACTED] that if an investigation were to occur because of an official complaint, due process would require that his accuser would be questioned by EOO. SGS and MC emphasize again that [REDACTED] should not question others to see if they've voiced concerns to EOO because it could be construed as intimidation or retaliation. MC reminds them that EOO does not have authority to require this but strongly recommends it. [REDACTED] and [REDACTED] still believe that EOO worked in collusion with [REDACTED] employers to "fire" him but indicate they will meet separately with Human Resources.
07/25/2017	[REDACTED] call to SGS	[REDACTED] called SGS with concerns regarding [REDACTED]. Specifically, [REDACTED] shared that [REDACTED] contacted a former [REDACTED] student, [REDACTED] to ask questions about why [REDACTED] was "fired" as an [REDACTED] indicated to [REDACTED] (who later shared with [REDACTED] that he felt [REDACTED] played a role. SGS informed [REDACTED] it was her choice as to what extent she chooses to engage with [REDACTED] about this issue, but that limiting discussion with [REDACTED] students about [REDACTED] his role with [REDACTED] and concerns about him in his role may help deescalate the situation. SGS provided a summary of EO's meetings with [REDACTED] to [REDACTED] and indicated that [REDACTED] could contact EOO if she had any further concerns related to [REDACTED].
7/26/2017	[REDACTED] call to SGS (SGS out; MS took message)	[REDACTED] called EO Office with related concerns regarding [REDACTED]. MS explained that SGS and MC are both out of the office until next week, and would follow-up when they return.
08/02/2017	MC call to [REDACTED] (left voicemail)	MC following up on phone calls made by [REDACTED] to EO while MC out on vacation
08/04/2017	[REDACTED] call to MC	MC followed up with [REDACTED] and discussed EO's meetings with [REDACTED] thanked MC for EO's involvement and indicated that she did not wish to file a complaint against [REDACTED]